



State of Nevada Department Of Personnel

CLASS SPECIFICATION

DRAFT EFFECTIVE JULY 1, 2003

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT ADMINISTRATOR, LIBRARY & ARCHIVES DEVELOPMENT	41	A	4.108

Under administrative direction of the Administrator, manage the Library & Archives Development Program; plan, organize, coordinate, direct and evaluate the section functions that include providing consultative services to libraries, archives and information repositories throughout the State; serve as an advocate for the information management community in areas of public libraries, Web services, literacy, access for those with physical limitations, digital library, archives access, and other technology projects that support the mission of the Nevada State Library & Archives Division (NSLA); perform the duties of the Administrator as required.

Supervise subordinate employees; assign and review work; evaluate employee performance; ensure appropriate disciplinary action is taken; provide training opportunities to accomplish NSLA objectives and provide for employee development.

Develop goals and objectives of library and archives development in accordance with statutory requirements, the agency master plan, and the statewide master plan; plan and organize staffing and other resources to meet the needs of new or changed programs and services; appoint NSLA staff to work on statewide library-related projects and committees; serve as a consultant to other libraries and agencies in fulfillment of statutory duties and in response to requests.

Oversee the financial management of federal and State grants to libraries, archives and information repositories; plan and coordinate the statewide automation of library, archives and information management procedures and services; work with other librarians, archivists and information management professionals throughout the State to integrate all services and plans of the NSLA with statewide plans; advise and report to management regarding statewide development needs; advise, consult and train staff in local libraries, archives, information repositories and governing authorities.

Provide professional advice and technical assistance through on-site visits and telecommunications or written correspondence with government officials, library staff and library boards of trustees, information management associations, professional organizations and citizen groups to coordinate library, archives and information repository services and building projects; facilitate the planning and construction phases of library, archives and information repository building projects to ensure projects meet current and projected service requirements.

Design and implement statewide training programs to complement regional offerings; develop and present annual orientation/training workshops to public library and archives boards statewide; integrate program and agency training goals; establish, interpret and/or recommend measurements or standards used to monitor and evaluate information management programs; coordinate NSLA's role in the integration of information management systems in Nevada.

Represent the State Library to the media; coordinate public relations activities to ensure that consistent and accurate information is disseminated; participate in professional organizations, meetings, seminars and conferences and contribute to professional literature; oversee and participate in the development of training, promotional materials, exhibits and presentations to citizen, business, and professional groups.

Develop policy and procedure for the section within statutory authority; recommend legislation to the Administrator; oversee and participate in the development and presentation of State and national grant applications and funding proposals to enhance programs and services; negotiate and administer licensing agreements and contracts; oversee contract and grant development and the administration and hiring of contract staff for grants and other special projects; monitor progress of projects and submit interim and final project reports.

Develop the section budget, determine budget priorities and finalize for submission to the Administrator for review and approval; attend administrative budget hearings and legislative committee hearings to present the budget and special appropriation requests, justify proposed agency expenditures and answer questions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master's degree in a program accredited by the American Library Association or a Master's degree from an accredited college or university in history, public administration or closely related field and five years of increasingly responsible professional library and/or archives management experience which included developing library and/or archival program policies; developing and implementing work plans, developing and managing public and private grants; developing and monitoring a budget, and managing, evaluating and revising programs. At least two years of experience must have included managerial and administrative responsibility for program and policy development, supervising professional staff and overseeing a comprehensive library and/or archives management program; **OR** certification as a Certified Archivist and five years of experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: professional library and archives principles, practices, methods, materials and equipment; principles of management and supervision; grant application and management practices; current issues in information services including library and archives planning, administration, public and technical services; current library automation technologies. **Working knowledge of:** available reference and research resources; governmental budgeting, accounting, and purchasing principles and practices. **Ability to:** supervise and coordinate the work of professional, technical and library support staff performing multiple functions; analyze, interpret and apply statistical information; evaluate and adjust priorities in response to changing directives and organizational and client needs; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies; read, interpret and explain legal, technical and professional documents; draft legislative proposals; communicate effectively orally and in writing with groups and individuals from diverse cultural and economic backgrounds; speak to individuals and groups to obtain information, explain policies, provide training and coordinate activities; establish and maintain cooperative working relationships with others; develop, analyze, justify and administer the section budgets; organize and manage the provision of information resources to a diverse clientele, using a wide variety of formats, technologies and equipment; develop and implement space and facility management plans; develop and implement policies and procedures; represent the agency to the media, statewide committees, elected officials, the business community, and the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the political and social context in which Nevada libraries and information centers function; federal, State and local statutes and regulations applicable to library administration; State executive and legislative branch processes, statutes, rules and regulations pertaining to program administration. **Ability to:** represent the section and its programs at hearings and public meetings; accomplish long and short term goals and objectives of the agency.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

4.108

ESTABLISHED: 7/1/74
REVISED: 10/16/75
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